

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT
ATTORNEY ADMISSIONS
THURGOOD MARSHALL UNITED STATES COURTHOUSE
40 FOLEY SQUARE
NEW YORK, NY 10007
212-857-8603

DENNIS JACOBS
CHIEF JUDGE

CATHERINE O'HAGAN WOLFE
CLERK OF COURT

ATTORNEY RENEWAL INSTRUCTIONS

1. An admitted attorney renewing admission must be familiar with FRAP 46 and Second Circuit Local Rule 46.1, located on the Court's website at www.ca2.uscourts.gov. The attorney also must be registered as a filing user in CM/ECF.
2. The attorney must use only the provided Attorney Renewal Application.
3. The attorney must include the bar number issued by the attorney's primary court of admission as requested on the application.
4. If admitted to more than one bar, the attorney must provide additional bar information on the sheet provided and attach it to the application. If the sheet provided does not offer sufficient space to list all additional bars, the attorney can copy the sheet as needed and provide the additional information.
5. Any supplemental information required to be filed in accordance with the application must be typewritten on a separate attachment that identifies the portion of the application to which the supplemental information relates.
6. The attorney must submit the application through CM/ECF in accordance with the instructions posted on the Court's website. When filing these materials, the attorney will be directed to pay.gov to remit the required \$25.00 fee electronically. An attorney who is exempt from paying the fee under 28 U.S.C. § 1913 will be able to indicate fee-waiver status in CM/ECF and bypass paying the fee. If an attorney subsequently separates from service that affords fee exemption, the attorney must reapply for admission to this Court, if admitted while fee waiver status applied, or reapply for renewal with updated information and pay the required renewal fee. The Court will require any attorney incorrectly indicating a fee waiver to resubmit the attorney renewal application and pay the fee electronically.
7. The current and archived rolls of admitted attorneys are available on the Court's website.